

ADMINISTRATIVE - INTERNAL USE ONLY

**SPECIAL BULLETIN**

O F F I C E O F T R A I N I N G

No. 23-74

7 August 1974

TO: All Training Officers of the Agency

## LANGUAGE COURSES AT HEADQUARTERS

1. The part-time language courses listed below will be offered by OTR during duty hours in the Headquarters Building beginning 16 September 1974. All classes will end on 20 June 1975 unless otherwise indicated. There will be a two-week break during the Christmas holidays. A minimum of three students is required to convene a class. For course descriptions, prerequisites, and other details, consult the foreign languages section of the OTR Catalog of Courses, available from component training officers.

<u>Course</u>	<u>Type*</u>	<u>Schedule</u>
Chinese 81H	R	0900-0950 daily
Chinese 82H	R	1000-1050 daily (section I) 1300-1350 daily (section II)
Chinese 83H	R	1100-1150 MWF
Chinese 23H	RSU	1400-1450 MWF
French 21H	RSU	0900-0950 daily (section I) 1100-1150 daily (section II)
French 22H	RSU	1000-1050 daily (section I) 1300-1350 daily (section II)
French 81H	R	1400-1450 daily
German 21H	RSU	1000-1050 daily
German 22H	RSU	1100-1150 daily

(Over, please)

\* R - Reading, S - Speaking, U - Understanding,  
Fam. - Familiarization

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German 23H	RSU	0900-0950 MWF
German 81H	R	1300-1350 daily
Japanese 21H	SU	0900-0950 daily 1000-1050 daily
Japanese 22H	RSU	1100-1150 daily
Russian 01H	Fam.	1140-1230 TTh (38 hrs., ends 02/07/75)
Russian 21H	RSU	1000-1050 daily
Russian 22H	RSU	1400-1450 daily
Russian 23H	RSU	1500-1550 MWF
Russian 81H	R	1040-1130 daily
Russian 82H	R	0840-0930 daily
Russian 82H	R	1530-1620 M, 1240-1330 TTh (Military Vocab.)
Russian 85H	R	1140-1230 MWF
Russian 86H	R	1440-1530 MWF
Russian 88H	R	1240-1330 MWF
Spanish 21H	RSU	0900-0950 daily
Spanish 22H	RSU	1000-1050 daily (section I) 1300-1350 daily (section II)
Spanish 81H	R	1100-1150 daily
Spanish 82H	R	1400-1450 daily

2. Only those able to maintain an excellent attendance record should apply; students with irregular attendance are subject to being dropped. Students are expected to study on their own time to prepare for class.

3. To enroll in any of the above courses submit Form 73, "Request for Internal Training," through the Training Officer to OTR/SRS/RG, Room 1036, Chamber of Commerce Building. The registration deadline is 30 August 1974.

4. For further information contact  extension

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